

15 August 1997



Personnel

AETC-SPECIFIC CIVIL ENGINEER AWARDS

----- **Compliance with this publication is mandatory** -----

This instruction implements AFD 36-28, *Awards and Decorations*. It establishes the AETC Facility Evaluation Program, the AETC Energy Management Incentive Award Program, Civil Engineering (CE) award submission for non-Air Force personnel, and the CE/Contracting (LGC) Partnership Award. It describes objectives, award categories, evaluation procedures, and responsibilities. It applies to all AETC installations.

SUMMARY OF REVISIONS

This revision adds Little Rock AFB (paragraph 3.1), deletes Reese AFB (paragraph 3.2), deletes the 557th Flying Training Squadron at the United States Air Force Academy (paragraph 3.3), deletes the paragraph that recognizes the base that made the most progress toward facility excellence (paragraph 4), revises the scoring categories (paragraph 5.6), revises responsibilities (paragraph 6.1), revises eligibility requirements so all bases must submit a nomination package to compete (paragraph 8), adds nomination procedures (paragraph 9), streamlines the selection process (paragraph 12), revises paragraph 13.2, and adds sections C and D.

Section A--AETC Facility Excellence Evaluation Program (AFEE)

1. Purpose and Description of Award. Objectives of the AETC Facility Excellence Evaluation Program are to:

- 1.1. Encourage quality-of-life improvements.
- 1.2. Build solid facility investment plans for the future.
- 1.3. Exercise sound stewardship of the facilities we now have.
- 1.4. Encourage high standards of general housekeeping, working conditions, and living conditions.
- 1.5. Achieve command standards in facility maintenance and ensure upkeep on a routine basis.
- 1.6. Encourage commanders to use self-help resources to improve living and working conditions.
- 1.7. Provide base personnel the opportunity to show their future facility requirements to the AETC staff.
- 1.8. Foster pride through awards and recognition of achievement and excellence in base facilities.

2. General Procedures:

2.1. Facility exterior and improved grounds (general appearance) will be evaluated in competition for the awards shown in paragraph 3. The evaluation also places special emphasis on family housing exteriors, self-help improvements, and interior evaluation of dining facilities and dormitories, except quarters at the leadership school and correctional custody.

2.2. A sample standard scoring package will be provided to the bases. Use of this standard package by the evaluation team ensures uniformity and fairness of evaluation. Facility exteriors and interiors will be evaluated on a scale of 1 to 10 points each, using guidelines in the scoring package. Family housing, grounds, general base appearance, and self-help initiatives will also be scored and will earn points based on a percentage of the total possible points for facilities (exterior plus interior). The final score received by an installation will be a percentage.

3. Award Categories. This program awards three trophies and related awards as follows:

★**3.1. Commander's Trophy for Facility Excellence, Large Base Category.** The following nine bases compete for this award: Altus, Keesler, Lackland, Little Rock, Luke, Maxwell, Randolph, Sheppard, and Tyndall. The AETC team evaluates nominations submitted in this category, and the base with the highest score is then nominated for the Commander's Trophy.

★**3.2. Commander's Trophy for Facility Excellence, Small Base Category.** The following four bases compete for this award: Columbus, Laughlin, Goodfellow, and Vance. The AETC team evaluates nominations submitted in this category, and the base with the highest score is then nominated for the Commander's Trophy.

★**3.3. Commander's Trophy for Facility Excellence, Special Category.** This category includes special sites that do not qualify as bases, yet are a significant part of AETC's assets at unique locations. Included in this category are the Survival School at Fairchild, Wilford Hall Medical Center, the 58th Special Operations Wing at Kirtland, the 381st Training Group at Vandenberg, and the Air Force Institute of Technology (AFIT) at Wright-Patterson.

★**4. Other Recognitions:**

4.1. During the base outbrief, the evaluation team will present certificates to recognize the best dormitory rooms on the base.

4.2. The commander at each base evaluated should select the individual, group, or organization that has contributed the most toward facility excellence at that installation. The evaluation team will present a special achievement award (plaque) to the winner at the outbrief.

5. Conducting Evaluations:

5.1. The evaluation team will conduct its evaluation between 1 April and 30 September of each year. The

team will visit bases on a biennial cycle, evaluating those in the large base category one year and those in the small base and special categories in the alternate year. Award winners are announced and awards presented at the fall AETC Commanders Conference, with the winner receiving the Commander's Trophy and the runner-up receiving a plaque.

5.2. Facility evaluations are based on how well the facility is maintained, rather than on its age. Neat, well-maintained World War II facilities compete on an equal basis with more recently constructed buildings. The overall exterior maintenance of any facility should correspond to both the current and projected use of the facility.

5.3. As appropriate, evaluations will include facility exteriors, interiors, family housing exteriors, general appearance, and both the extent and quality of self-help work (including interior self-help). General appearance includes, but is not limited to, airfield pavements, improved grounds, sidewalks, parking lots, streets, athletic fields, golf courses, and base entrances. For special emphasis, evaluations will also include the interiors of dining facilities and dormitories, except quarters at the leadership school and correctional custody. For interiors of dormitories, no more than 10 percent of the occupied rooms will be evaluated. The squadron commander or first sergeant will select the rooms for evaluation and will accompany the team members during the evaluation.

5.4. Occupied buildings scheduled for disposal or renovation during the current fiscal year will have normal housekeeping care and be evaluated at the discretion of the evaluation team chief. These facilities will be identified by the base in the scoring package.

5.5. The evaluation team will use the standard scoring package as the basis for its evaluation, scoring, nominations, and selections.

★**5.6.** For evaluation and scoring purposes, each base will be divided into six categories:

5.6.1. Category 1. Dormitory and technical training facilities.

5.6.2. Category 2. Operational facilities to include squadron operations, base operations, control towers, associate flying units, etc.

5.6.3. Category 3. Logistics facilities to include maintenance; munitions; petroleum, oil, and lubricants (POL); supply; transportation; contracting; etc.

5.6.4. **Category 4.** Support facilities to include mission support, communications, security police, medical, family support, comptroller, chapel, wing headquarters, etc.

5.6.5. **Category 5.** Service facilities to include commissaries and Army Air Force Exchange Service (AAFES) facilities.

5.6.6. **Category 6.** Civil engineer, family housing, and base appearance.

NOTE: All other base support facilities should be divided among categories 2 through 5 to allow for equal evaluation time per evaluator (approximately 6 to 8 hours). If the functional layout of the particular base does not allow for equal evaluation time using the categories described previously, the evaluator may deviate to accommodate the time constraint.

6. Responsibilities:

★6.1. The HQ AETC staff will establish an evaluation team headed by the Deputy Civil Engineer to evaluate Services facilities. The team will consist of four additional senior representatives (at the grade of colonel) from the following directorates: Operations, Logistics, Communications and Information, and Services (at least field grade or civilian equivalent). There will also be one numbered air force (NAF) representative. Once selected, each team member must participate in all base visits to ensure consistency in standards and ratings.

6.2. The AETC Civil Engineer will:

6.2.1. Be the OPR for this program.

6.2.2. Appoint a team coordinator from the Civil Engineer staff to coordinate all actions before the visits.

6.2.3. Coordinate advance notice of the visit with the commander of the base being evaluated. Provide arrival and departure times of the team, lodging requirements, inbrief and outbrief times, and the number of vehicles required to support the team. Provide a list of the names and grades of team members, the offices they represent, and their areas of evaluation responsibility.

6.2.4. Arrange for transportation to and from bases to be visited.

6.2.5. Before each visit, arrange for a designated work area at the base for team use during the evaluation.

6.2.6. During the base evaluation, consolidate evaluation of team members' reports and prepare outbriefings.

6.2.7. Be responsible for the acquisition of awards and arrange for presentation.

6.2.8. Brief the AETC Commander on evaluation results and obtain approval of recommendations.

6.3. Base responsibilities will be provided in a separate memorandum.

Section B--AETC Energy Management Incentive Award

7. Purpose and Description. This program establishes a cash award to recognize the best energy management program within AETC in each of two categories. This section explains the process for evaluating installation energy management program elements, facility energy savings, publicity efforts, quality reporting, and participation in the Air Force Suggestion Program.

★8. **Eligibility.** All AETC bases (less Reese AFB due to pending closure) are eligible for this award. Bases must submit a nomination package to compete for the award.

★9. **Nomination Procedures.** Bases must submit a nomination package to HQ AETC/CE by 30 December of each year for the previous fiscal year. Package must be endorsed by the wing commander and contain the following:

9.1. Scores based on the four categories described in attachment 1 for CE scoring (facility energy savings, DUERS reporting, Base Energy Steering Group, and energy-related facility projects).

9.2. Materials depicting the installation's efforts to promote energy awareness; such as, newspaper articles, memorandums, brochures, bulletin messages, marquee messages; etc. Packages will be evaluated and assigned a score for PA Scoring--Energy Awareness Campaign (attachment 1).

10. Award Categories. AETC bases compete in one of two categories: Category A (large bases), consisting of bases with over 4 million square feet of facilities, or Category B (small bases), consisting of all bases with less than 4 million square feet of facilities. Category A bases are Keesler, Lackland, Little Rock, Luke, Maxwell, Randolph, Sheppard, Altus, and Tyndall; Category B bases are Columbus, Goodfellow, Laughlin, and Vance.

11. Type of Awards. A first place winner will be identified in each category every fiscal year. A plaque will be presented to each winner. If a cash award is given, the actual amount of funds may vary, depending on the total funding situation each fiscal year. Total

funds will be divided equally between the first place winners of each category. The cash award will be used only to support quality-of-life or energy-related projects and programs.

★12. Selection Process:

12.1. The selection process is based on a point system as shown in attachment 1. HQ AETC representatives from The Civil Engineer (CE), Public Affairs (PA), Logistics (LG), and Quality Management and Innovation Flight (QMIF) will validate base inputs and scoring to identify one winner in each category.

12.2. The Maintenance Engineering Branch (HQ AETC/CEOE) will compile the results and recommend winners to the AETC Commander for approval.

13. Method of Presentation:

13.1. The AETC Commander announces the winners by message following approval of annual selections.

★13.2. Monetary awards are sent to each winning base through AETC comptroller channels normally within 15 days of announcement of the winners, depending upon the funding situation.

13.3. The AETC Commander or the designated representative presents award plaques to each winning commander at an appropriate ceremony, normally the spring AETC Commanders Conference.

13.4. Winning commanders inform HQ AETC/CE of the use of award funds immediately after funds have been expended. These commanders have approval authority for this expenditure within the requirements of this instruction.

★Section C--CE Award Submission for Non-Air Force Personnel

14. Purpose. This section clarifies which non-Air Force personnel are eligible to be nominated for Air Force Civil Engineer awards.

15. Eligibility. AETC CE units with contractor personnel working in service contract operations or environmental contracts may be nominated for Air Force-level Civil Engineer awards. The person or function must meet the nomination criteria outlined in AFI 36-2817, *Civil Engineer Awards Program*. An individual award nominee must be serving in a position that has civil engineering related duties.

16. Award Categories. The award categories are all of the Air Force Civil Engineer Awards for individual and flight achievements listed in AFI 36-2817.

★Section D--CE/LGC Partnership Award

17. Purpose and Description. This award recognizes the best cooperative effort between the Civil Engineer and Contracting Office at base level. Some examples of partnering efforts include: joint efforts to streamline the acquisition process; joint review of design packages; and an ongoing, active CE/LGC Quality Council.

18. Eligibility. All AETC bases are eligible for this award.

19. Nomination Procedures. Bases must submit a nomination package to HQ AETC/CE by 15 November of each year. Packages must be jointly signed by the Civil Engineer and Contracting squadron commanders and endorsed by the wing commander. The nomination is limited to one page and must be submitted on an AF Form 1206, **Nomination for Award**. The nomination should describe what partnering initiatives have been accomplished and what the results of those actions were. Nominations must address these criteria:

19.1. Meeting customer expectations.

19.2. Improving joint processes that emphasize innovations and commercial practices.

19.3. Establishing and meeting common goals.

19.4. Obtaining best value or cost reductions.

20. Type of Award. A first-place winner and runner-up will be selected each year.

21. Selection Process. The selection process is based on an objective evaluation and by scoring the AF Form 1206 submitted by each base. HQ AETC representatives from The Civil Engineer (CE), Contracting (LGC), and non-CE/LGC organizations will evaluate and allocate a total score for each submission.

22. Method of Presentation:

22.1. The AETC Commander announces the winners by message following approval of annual selections.

22.2. The AETC Civil Engineer forwards the award plaque and memorandum of congratulations to each winning unit or presents the plaque and memorandum at an appropriate ceremony, such as the annual AETC Civil Engineer Seminar.

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The Civil Engineer

Attachment:

1. AETC Energy Management Incentive Award Scoring Criteria

AETC ENERGY MANAGEMENT INCENTIVE AWARD SCORING CRITERIA

NOTE: Point maximums are per individual base and fiscal year within each of the two award categories. If scored quarterly, the quarterly maximum points available are also shown.

A1.1. CE Scoring. Figure A1.1 provides a sample format for a summary sheet. Furnish information for the areas listed on the summary sheet.

A1.1.1. Facility Energy Savings (Variable Points):

A1.1.1.1. Thirty points for reaching the command-imposed reduction goal.

A1.1.1.2. Three bonus points for each percent exceeding the goal.

A1.1.2. Defense Utilities Energy Reporting System (DUERS) Reporting (12 Points Maximum). Three points per quarterly report (1.5 points for being on time, 1.5 points for accuracy).

A1.1.3. Base Energy Steering Group (ESG) (12 Points Maximum). Three points per quarter for submitting meeting minutes on time. Minutes must reach HQ AETC/CEOE within 45 days of meeting date. One penalty point for each late submission. (Bases must ensure their minutes arrive at HQ AETC/CEOE on time.)

A1.1.4. Energy-Related Facility Projects (15 Points Maximum). One point for each valid energy project that is ready to advertise prior to the end of the fiscal year and within the AETC design target. Valid energy projects are those that meet current requirements for special energy program funding.

A1.2. PA Scoring--Energy Awareness Campaign (25 Points Maximum):

A1.2.1. Awarded on the ability of each base to inform, persuade, and motivate community members to support base energy objectives.

★A1.2.2. Based on the annual award packages submitted by each base. The package should include support material such as newspaper articles, memorandums, brochures, bulletin messages, marquee messages, and other material used to encourage energy awareness.

A1.3. QMIF Scoring--Energy-Related Suggestions and Tangible Savings (10 Points Maximum). As of 30 September each year, the Air Force Suggestion Program Data System will be the source of all eligible suggestion information as follows:

A1.3.1. Four points for having the most eligible energy-related suggestions.

A1.3.2. Six points for producing the largest tangible benefits.

A1.3.3. Four points for producing the second largest tangible benefits.

A1.3.4. Two points for producing the third largest tangible benefits.

**AETC ENERGY MANAGEMENT INCENTIVE AWARD
Summary Sheet***

FY Energy Reduction (1)	FY Goal Achieved (2)	Bonus Points (3)	DUERS Reports (4)	ESG Minutes (5)	Energy Projects (6)	CE Total	PA Total (7)	QMIF Total (8)	Grand Total
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*Numbers refer to notes below.

NOTES:

1. Base FY energy reduction figure from DUERS cumulative percent reduction report.
2. 30 points for achieving the command goal.
3. 3 points for every percent beyond the goal.
4. 3 points per quarter, 1.5 points for being on time, 1.5 points for an accurate report (no mistakes or changes).
5. 3 points per quarter for submitting your energy steering group minutes on time. (1 penalty point for each late submission.)
6. 1 point for every valid energy project RTA prior to end of FY. Must meet requirements for special energy funding (ECIP/FEMP).
7. HQ AETC/PA will score energy awareness package.
8. AETC QMIF will score using the Air Force Suggestion Program Data System as its source.

Figure A1.1. Sample Format for Summary Sheet.